

OFFICE OF INFORMATION TECHNOLOGY OFFICE SUPPLY PROCEDURES

May 29, 2001

Saletria Cail handles the ordering and distribution of all office supplies, which includes copy paper and toner cartridges.

1. All supplies for OIT staff are ordered by the Procurement Section of OIT Admin. Any request for supplies must be made through your Program Assistant who will submit a requisition to the Procurement Section. The order is to be e-mailed to the DHR_EDP_Review Box.
2. The Procurement Section will store all bulk supplies in a locked central supply room located on the 24th floor.
3. Your Program Assistant will maintain a cabinet for commonly used supplies such as pencils, pens, notepads, etc. in your immediate work area. The cabinets will be clearly marked as to being a supply cabinet and as to what supplies are stored therein.
4. When you need supplies that are not available in your area's cabinet please let your Program Assistant know what you need. Your Program Assistant will have catalogs to help you make supply choices. The Program Assistants will submit a supply requisition to the Procurement Section at least once every week and more often for special requests.
5. There will be a supply cabinet located on the 24th, 25th, and 34th floors. OIT staff on the 3rd and 23rd floors will obtain their supplies from the 24th floor.
6. If you need to make a special request, please make sure that your Program Assistant has the item name, description, part number, and catalog source.
7. There will be no need to hoard supplies in your cubicle; every effort will be made to have supplies readily available. If you have problems finding locally stocked supplies, please see your Program Assistant or Debbora Johnson.
8. Toner cartridges and copy paper will be kept in the locked supply room. If you run out of toner, please be prepared to bring your exhausted toner cartridge, for recycling, to the Procurement Section and a new one will be provided to you. Either you or your Program Assistant, depending upon how critically you need the cartridge replaced, may make this exchange.
9. After placing a request for supplies, the Program Assistants will be notified within 48 hours by the Procurement Section that their order is ready for pickup. Backorders will be noted and reasonable estimates as to shipment dates will be forwarded to the original requestor.
10. The Program Assistants will monitor the copy paper supplies and toner levels in the copier rooms. When a predetermined minimum is reached they will requisition additional supplies from the Procurement Section. The Procurement Section will assure that delivery is made within 24 hours.
11. If you anticipate a need for a large volume of certain supplies such as notebooks, dividers, etc. for a particular project, please put your special order in as early as possible.

Any deviation from the procedures listed above must be approved by the Operations Manager (Conni Lynch). If the Operations Manager is not available, see the Unit Chief for approval. If they are not available, Saletria Cail may proceed with the request within reason and/or her comfort level. She must inform the Operations Manager of the deviation.